

# Professional and Ethical Responsibilities of SCRs Guideline - 6.12.G (10/22/02)

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[Last Update: \(10/22/02\)BDenman:kma - 6.12.G.0](#)

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## Last Update: (10/22/02) BDenman:kma - 6.12.G.0

Section 6.12.G.1 was revised to clarify the Procurement and Corporate Policy for accepting gifts and gratuities.

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## Gifts and Gratuities Procedures - 6.12.G.1

Sandia Contracting Representatives (SCR) and Procurement Card (Pcard) Holders shall not allow their judgment or impartiality to be questioned by accepting any gifts, gratuities, favors, or

promise of such actions, from any individual or Contractor with whom Sandia is doing business, or proposing to do business. SCRs and Pcard Holders shall avoid any relationship, influence, or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their job.

Gifts from suppliers or vendors must not be accepted, except for advertising or promotional items of nominal value such as a pen, key chain, water bottle, visor, cup or glass or similar items displaying a company's logo.

Corporate policy prohibits any employee from accepting gifts with a market value of \$20 or more. For this reason Sandians should not enter drawings for any gifts while attending a function as a representative of SNL (see "Setting the Standard – Code of Ethics and Business Conduct CPR001.2.1 at URL address: <http://www-ir.sandia.gov/organization/div12000/ctr12800/12810/> ). Additional information may also be obtained by calling the Ethics and Business Conduct Office (Procurement Department at SNL/CA).

### **If a Gift of greater than nominal value...**

is offered

arrives unannounced at your home or work

### **Then...**

decline the gift and explain SNL's standards.

forward the gift to the SNL Ethics and Business Conduct Office  
(Procurement Department at SNL/CA)

**Note:** The gift will be returned to the Contractor, or given to a charitable institution if it is a perishable gift, and a letter explaining SNL's policy towards gifts will be sent to the Contractor.

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## **Professional Responsibilities - 6.12.G.2**

The SCR is the only individual authorized to acquire materials and services for SNL.

Professional responsibilities for the SCR include:

- consider first the interest of SNL,
- allocate business without favoritism,
- attempt to solicit the services and products of Small, Small Disadvantaged, Women-owned, 8(a), Labor Surplus Area Businesses (see Policy and Guideline 2.6),

- obtain adequate competition from reliable sources of supply,
- maintain confidentiality of all Contractor information,
- attempt to avoid making Contractors overly dependent on SNL,
- maintain good Contractor relations based on fairness, mutual respect, and confidence,
- consider new materials, products and processes,
- attempt to seek out new sources of supply,
- use good business judgment,
- abide by SNL procurement rules and established SNL policies, and
- strive to increase professional knowledge and skills.

## **SCR Responsibilities to the Line - 6.12.G.2.a**

The SCR has a continuing responsibility to the line. This includes having a personal insight into:

- fiscal budget considerations,
- knowledgeable in special handling requirements,
- program status and future requirements,
- production and test schedules and needs,
- quality requirements associated with procurements, and
- security aspects of contract work.

## **Contract Placement and Administration - 6.12.G.2.b**

The SCR is responsible for both contract placement and administration. These responsibilities include:

- performing market surveys, when applicable,
- determining appropriate sources and type of procurement arrangement,
- preparing solicitations or RFIs,
- ensure the integrity of competitive procurements,
- evaluating Contractor responses,
- negotiating with Contractors,

- preparing and awarding contracts,
- conduct debriefings of Contractors,
- visiting Contractor facilities,
- receiving visiting Contractor personnel,
- maintaining liaison with Contractors,
- ensuring Contractor compliance,
- motivating Contractors to improve performance,
- revising the contract when necessary, and
- closing the contract.

## **Compliance With Policies and Guidelines - 6.12.G.2.c**

All procurements and agreements shall comply with policies, guidelines and directives. The SCR is responsible for:

- correctness and completeness of the procurement documentation,
- adequacy of justification and documentation of procurement actions,
- proper forwarding and filing of procurement papers, and
- staying within the limits of his/her authorization.

## **Contractor-Furnished Business Meals - 6.12.G.2.d**

Generally, the SCR should avoid accepting business meals provided by Contractors or prospective Contractors. An exception to this policy is when the meal is served as an integral part of a business meeting held during the normal business day, and there is no convenient manner by which the Sandian can separately pay for the meal.

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## **References - 6.12.G.3**

- Sandia's Code of Ethics and Business Conduct
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Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.

 [Bertie Denman](#)

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